



**MINUTES
REGULAR MEETING
June 18, 2019**

1. The Meeting was called to order at 7:34pm.
2. The Secretary read the Open Public Meetings Act statement.
3. Roll Call: The following Commissioners were present: Bonagura, Duch, Kelaher, Lo Iacono, Ortega, Plumley and Chairman Kasparian. Commissioners Chewcaskie and Mongelli were absent.

Also present were Board Secretary Alison Gordon, Executive Director James Rotundo, Authority Engineer Howard Hurwitz, Superintendent Robert Genetelli, Treasurer Todd Sherer, General Counsel Douglas Bern, Esq. and Consulting Engineer Nicholas Rotonda.

4. Salute to the flag was led by the Chairman.
5. Frank Kelaher was sworn in as a Commissioner.
6. Chairman Remarks: No Remarks.
7. Consideration for approval of minutes:
 - a. Regular & Special Meetings – May 21, 2019: Commissioner Duch motioned to accept the minutes, Chairman Kasparian seconded the motion. The motion carried.
8. Public Comments: No public was present.
9. Consideration for approval list of Resolutions dated June 18, 2019.
 - a. The Commissioners voted by Consent Agenda for Resolution No. 46-2019, 48-2019 through 55-2019. Commissioner Lo Iacono offered the Consent Agenda and Commissioner Duch seconded. All present Commissioners voted yes.

Resolution No. 46-2019 – Approving Change Order No. 1 for Contract No. 273 – Wastewater Treatment Plants Improvement Project: There was the addition of the following items to the Project as more particularly set forth in Change Order No. 1: 1) purchase and install WESP Transformer and Controller 2) brick façade and brick masonry pointing 3) aeration tank caulk joint replacement 4) Schwing sludge pump and hydraulic power pack including all piping, valves, fittings, hose and appurtenances labor and equipment to install. As a result of these modifications the contract time will be increased by 378 calendar days. The Authority's consulting engineer, T&M Associates, has prepared the change order and recommends same be approved by the Authority. This Resolution approves Change Order No. 1 of Contract No. 273 in the amount of \$661,479.28 and an increase in contract time by 378 calendar days.

Resolution No. 48-2019 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for May 2019 and Health and Dental Benefits for June 2019 as follows: Payroll Account: \$203,935.03; Tax Deposit Acct: \$90,007.37; Health Benefits Contribution-Employer: \$113,290.71; Health Benefits Contribution Employee: \$4,572.95; Dental Benefits: \$4,254.64; PERS and Contributory Insurance: \$33,358.83; Operating Account: \$339,675.55; General Improvement Account: \$407,130.89.

Resolution No. 49-2019 – Resolution of the Governing Body of the Northwest Bergen County Utilities Authority authorizing Stipend and License Incentive Payments to Supervisory Employees: The Authority encourages all employees to obtain licenses and pursue trades that benefit the Authority. Several supervisory employees possess licenses and/or have provided services in a skilled trade that confer benefits on the Authority. This resolution authorizes payment of incentives to those supervisory employees.

Resolution No. 50-2019 – Regular Employment – Albert DiClemente – O&M Helper: Albert DiClemente successfully completed his probationary period in the position of O&M Helper on June 10, 2019. This resolution retains him as a regular employee in this position.

Resolution No. 51-2019 – Regular Employment – Alexis Toledo Sanchez – Maintenance Mechanic: Alexis Toledo Sanchez was temporarily transferred to the position of Maintenance Mechanic on July 18, 2018 and has continued to serve in this position. The Superintendent recommends retaining Mr. Sanchez in this position on a permanent basis. Time served during the temporary transfer will count toward the probationary period. Mr. Sanchez is hereby retained as a regular employee in this position effective immediately.

Resolution No. 52-2019 – Appointment of Assistant to the Executive Director: The position of Assistant to the Executive Director (AED) has been vacant since on or about September 1, 2018. Mr. John Danubio has applied for said position and the Commissioners of the Authority have determined that Mr. Danubio is competent and qualified to perform the duties of AED. The Authority has allocated funds in the annual budget for the salary of the AED position. This Resolution appoints John Danubio as the AED to perform all those services, duties and responsibilities set forth in the Job Description – “Assistant to the Executive Director.” for a two (2) year term commencing June 24, 2019 and ending June 23, 2021 at a starting annual salary of \$81,000.00 and thereafter shall be paid an annual salary effective in January of each year as determined by the Commissioners, together with fringe benefits, insurance, vacations, etc., consistent with and in accordance to the Authority’s policies and procedures. General Counsel for the Authority shall prepare an employment agreement in accordance with this Resolution which shall be executed on behalf of the Authority by the Chairman or Vice-Chairman.

Resolution No. 53-2019 – Approval of Change Order No. 4 – Contract No. 281 – Trunk Sewer East Interceptor Bypass: The Authority entered into this contract with J. Fletcher Creamer & Son, Inc. on December 20, 2017. There was the reduction of Item

No. 2 and No. S-1, as more particularly described in Change Order No. 4. The reduction in project costs as a result of this Change Order is \$4,750.19. This Resolution approves the Change Order.

Resolution No. 54-2019 – Qualification and Retention of Engineer for General Incinerator Advice pursuant to N.J.S.A. 19:44A-20.4. The Authority issued a Request for Qualifications for engineering services on January 11, 2019. Chavond Barry Engineering Corp. submitted a response on January 29, 2019. Chavond Barry was found to be highly qualified and eminently capable of providing consulting engineer services. This resolution qualifies and retains Chavond Barry Engineering Corp. as Consulting Engineer to provide general incinerator advice in 2019, with a not to exceed compensation amount of \$75,000.

Resolution No. 55-2019 – Authorization to enter into a Shared Services Agreement with the Borough of Franklin Lakes: The Authority and the Borough of Franklin Lakes entered into a Shared Services agreement on June 1, 2018 with a termination date of May 31, 2019 for the Authority to 1) act as the New Jersey Licensed Collected System Operator for the Borough 2) respond to any and all sewer collection emergencies 24 hours a day, 7 day a week 3) coordinate all third party repairs of the Collection System 4) when necessary, coordinate, participate and correspond to any and all NJDEP and USEPA inspections and actions regarding the Borough of Franklin Lakes Sanitary Sewer System 5) coordinate with the Borough and NJDEP Hotline Calls and correspondence regarding the sanitary Collection System; and 6) the Borough will comply as soon as possible with all NBCUA requests for records, information, data or assistance with regard to the operation of the collection system or compliance with any applicable state or federal regulation. The agreement is for a period of one (1) year. This resolution authorizes the Authority to enter into such agreement and for the Chairman or Vice-Chairman to execute.

10. Report of Committees:

- a. Personnel Committee: At the Work Session there was discussion about incentivizing employees to further their education in the wastewater field by completing courses to obtain relative licenses. The Authority presently has an incentive program for individuals that hold licenses. However, there are few employees who hold the licenses. The Authority is going to explore options on new and/or different ways to incentivize current and future employees.
- b. Operating Committee (Reported at the Work Session):

Wyckoff Sewer Expansion: The Wyckoff Avenue Sewer Extension Project has been completed. Approximately 13 homeowners have paid connection fees to connect to the new line.

Trunk Sewer East Interceptor Rehabilitation Project: The work has been completed and the restoration of the work site is finished.

- c. Strategic Plan (Reported at the Work Session): Oakland: The Authority had a meeting with the Borough of Oakland to discuss the status of sewer expansion into the Borough. Oakland is still awaiting approval from the NJDEP on the revised Wastewater Management Plan.
- 11. Report of Treasurer: There is approximately \$11 million in short terms investments at an interest rate ranging from 1.73% to 1.90% being held at SB One Bank and Santander Bank. A monthly financial statement was distributed to the Board.
- 12. Old Business: No old business.
- 13. New Business: No new business.
- 14. Public Comments: No public comments.
- 15. Adjournment: The meeting adjourned at 7:39pm.


ALISON GORDON, SECRETARY